



## Florida Department of Transportation Internship Program: Position Advertisements

### Summer Semester 2017

Students interested in applying for any of the following Florida Department of Transportation **Summer Semester** positions must complete the internship application, Form 250-000-25, and email it to [interns@dot.state.fl.us](mailto:interns@dot.state.fl.us) or fax it to (850) 414-5299 **by April 23, 2017**. Any applications received after that date will not be considered for the **Summer Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.

Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

The

Advertisement #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990801	Central Office	This position will report directly to the Chief Safety Officer and will work with traffic crash data sets, traffic citation data sets, and traffic safety subject matter experts to track and analyze statewide data relating to the Florida Strategic Highway Safety Plan (SHSP) in order to recommend, develop, and apply traffic safety behavioral messaging with the ultimate vision of driving traffic fatalities to ZERO. This position will evaluate traffic safety human factors and existing safety messaging from other states and the National Highway Traffic Safety Administration (NHTSA). This position provides data analysis, data support, data processing, and expertise and assists the Chief Safety Officer in the application of countermeasures that will most effectively have an impact on reducing traffic crashes, serious injuries and fatalities.	Tallahassee	Lora Hollingsworth	Lora.Hollingsworth@dot.state.fl.us	Master's level or above in the areas of Behavioral Studies, Public Administration (emphasis public safety), Civil Engineering, or a comparable combination. Ability to work independently and with groups, use Microsoft (MS) Office suite programs, including MS Access.
55990803	Central Office	The intern will develop a working understanding of the Systems Planning Office, with primary duties supporting the Shared-Use Nonmotorized Trail program. The intern will assist with a variety of projects including but not limited to statewide coordination research, performance measures, systems planning, and bicycle/pedestrian/trail best practices. Develop printed and web-based marketing, maps, white papers and outreach materials in coordination with key partners to support the planning unit. Other duties as assigned.	Tallahassee	Robin Birdsong	(850) 414-4922	Students in Urban and Regional Planning, Geography and Environmental Sciences, Sustainability or related fields. Ability to communicate effectively, both written and verbal; knowledge of Associated Press style; ability to prepare reports, skilled in Microsoft applications. Ability to analyze and interpret data, ability to research and solve problems, ability to work independently and professionally with others to accomplish goals. Ability to utilize Geographic Information Systems (GIS). Graphic design skills a plus.
55990804	Central Office	Duties and Responsibilities include the following: (1) Maintain the County General Highway Maps using Geographic Information Systems; (2) Collect, compile, analyze, and record a variety of spatial data in support of the Surveying and Mapping Office; (3) Use established reference data to verify and update roadway jurisdiction (i.e. Interstate, U.S. Highway, State Road, County Road or Local Road) and highway number (where applicable).	Tallahassee	Tieng Renner	Tieng.Renner@dot.state.fl.us	Knowledge of cartography, geography, and mapping terminology Knowledge of geographic information systems (GIS) concepts. Skill in the use of geographic information systems (GIS) software for mapping purposes.
55990805	Central Office	Assists in analysis of state and federal legislation to determine impact to the Florida Department of Transportation. Critically analyze information gathered from multiple sources. Provide support on the development of the Work Program by assisting in assessing the financial implications of various revenue and programming scenarios. Analyze and evaluate program performance. Make recommendations to improve performance and program outputs. Conduct research and prepare reports to support decision making. Critically evaluate information gathered from multiple sources. Summarize detailed data into executive level formats, as well as breaking down aggregate information into meaningful pieces. Assists in the analysis of business units in the Office of Work Program and Budget with intent to maximize use of resources and procedures. Analysis should include reports to identify suppliers, inputs, processes, outputs, and customers. Assists in the development of succession planning framework with business units to support day-to-day operational needs. Assist units in development of training tools for incoming staff to improve speed of full deployment of human resources. Schedule equipment and facility accommodations. Operate video conferencing and projector equipment. Compile and distribute the tentative work program and related materials in accordance with Sections 339.135(4)(f) and (4)(h), Florida Statutes.	Tallahassee	Heidi Langston	Heidi.Langston@dot.state.fl.us / (850) 414-4626	Accounting, business, economics, political science, mathematics, public administration and finance students.
55990806	Central Office	The Florida Department of Transportation (FDOT) Central Procurement Office is responsible for acquiring professional consultant services (engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition), contractual services, and commodities related to the state highway systems. The position will be responsible for providing general support and assistance within the Procurement Office. The intern will assist the FDOT Procurement office by: <ul style="list-style-type: none"><li>• Reviewing financial and audit data such as provisional rates and job cost accounting system rates of vendors</li><li>• Reviewing and analyzing invoiced consultant costs on various professional services and contractual services agreements.</li><li>• Reviewing procurement cost support information submitted by vendors, as part of contract cost analysis efforts required by State law.</li><li>• Drafting and reviewing various documentation related to the procurement of commodities and contractual services and professional services.</li><li>• Drafting and routing contract related documents for execution by the Department.</li><li>• Attending and participating in public meetings related to FDOT procurement activities.</li><li>• Other minor duties may be assigned, and necessary.</li></ul>	Tallahassee	Carla Perry	Carla.Perry@dot.state.fl.us	Ability to communicate effectively, both written and verbal; Ability to prepare reports and correspondence. Skilled in the following computer applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Knowledge of SharePoint. Analytical skills. Ability to work productively and professionally with others to accomplish goals. Ability to analyze and interpret data. Ability to research and solve problems. Ability to work independently and autonomously.

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55990808	District 1	<p>The Finance and Administration Intern will be exposed to a learning experience that is both broad-based and insular in nature; an ideal exposure to auditing practices, as well as, different aspects of contracting and program management.</p> <p>Throughout the program, the Finance and Administration Intern will gain familiarity with the operations of the Florida Department of Transportation's Procurement Services team through full auditing exposure, procuring processes, scheduling and estimating within the department. The Administration Intern will have opportunities to become a subject matter expert in their project work by gathering data, learning job skills and sharing their findings.</p> <ul style="list-style-type: none"> <li>• Performs purchasing card audits for all cardholders in District One using Procurement Services guidelines. Reports any fraudulent charges to Management immediately. Upload P-CARD holders documentation into the EDMS P-CARD System.</li> <li>• Assist Contractual Services with negotiating responses from Firms.</li> <li>• Assist Design Build Coordinator with meetings and auditing responses from Firms.</li> <li>• Performs bid reviews of documentation after bid openings. Prepares bid documents in preparation of awards and execution. Conducts spot auditing in Procurement Services to ensure compliance to Section 287.057 and 337.11 of the Florida Statutes.</li> <li>• Acts as an Auditor in Procurement and performs Quality Assurance Reviews on cost proposals and completes consultant worksheets.</li> </ul>	Bartow	Linda Roberts	863-519-2629	Junior, senior or graduate students in Accounting, Finance and Business Administration or related field. Minimum GPA 3.0
55990809	District 1	<p>In the Traffic Operations Group, the Intern at the Florida Department of Transportation will be exposed to a varied learning experience. As a state institution, we have the opportunity to "pay it forward" by helping to develop future engineers. This experience would be very practical and applicable to building resumes, solidifying concepts learned in class (by taking them from theory to application) and build interest in the work we do.</p> <ul style="list-style-type: none"> <li>• The intern will start and work on a project involving the compilation of data on our roadway and evaluating it for trends with respect to roadway features and safety.</li> <li>• A popular land use will be selected for study. Data points will be identified and collected at the locations this land use has been chosen.</li> <li>• Anything that can be categorized, will. For example: access types, roadway types, lanes, speed, distances from intersections, etc.</li> <li>• The intern will evaluate this data for trends. The goal is to find either a template of best access for this type of land use that provides the safest and most useful access, or to at least identify access that absolutely should not be used in each case.</li> <li>• The intern may be required to present their findings.</li> </ul>	Bartow	Nathan Kautz	863-519-2347	Junior, Senior or higher students in Civil Engineering, Transportation or related field, with a minimum GPA of 3.0
55990810	District 1	<p>The goal of this internship is to have the personal exposed to the various aspects of Geographic Information System (GIS) mapping which may include activities such as</p> <ul style="list-style-type: none"> <li>• Geodatabase management/development,</li> <li>• Model Builder experience, introduction to map/feature services with ArcGIS Online/Portal for ArcGIS,</li> <li>• Other basic map generation or development techniques through one or more core projects, meetings with their mentor/supervisor/manager, and participation in cross-functional educational experiences.</li> <li>• Hands on learning will provide a unique insight and understanding of the development process for GIS applications from concept to production.</li> </ul> <p>Assist in the development of GIS applications, GIS tools, maintenance of data tables, electronic filing for use in GIS, and daily GIS related task.</p>	Bartow	Kyle Purvis	863-519-2395	Students in Civil Engineering, Transportation or related field, senior or graduate student, with a minimum GPA of 3.0
55990813	District 1	<p>Through one or more core projects, meetings with their mentor/supervisor/manager and participation in cross-functional educational experiences within the Operations Center, interns at the Florida Department of Transportation will be exposed to a varied learning experience.</p> <ul style="list-style-type: none"> <li>• Throughout the program the Permits Intern will gain familiarity with the operations of Florida Department of Transportation through full exposure to projects and processes within the Department.</li> <li>• The internship program goal should provide a challenging "out-of-the classroom" experience and provide a real-world working knowledge of skills needed after graduation.</li> <li>• Prepares and processes permit related information for scanning, organized file storage and uploading into department databases for future retrieval. Uses proper naming conventions to ensure accurate future file retrieval. Uses a variety of software applications, databases and office equipment.</li> <li>• Records management tracking via various management systems to ensure compliance with Department procedures. Perform other duties as assigned.</li> </ul>	Fort Myers	Brad Musser	239-985-7810	Students in Civil Engineering, Transportation or related field, senior or graduate student, with a minimum GPA of 3.0
55990815	District 2	<p>Gainesville Operations Center: Construction Engineering and Inspection of various Transportation Projects - Goals: Assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. Duties: Assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. Provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.</p>	Gainesville	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Civil Engineering Student (Sophomore level or above); a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.
55990817	District 2	<p>The intern shall assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. The intern shall assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.</p>	Jacksonville	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Civil Engineering Student (Sophomore level or above); Have a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.
55990818	District 2	<p>Gainesville Operations Center: Construction Engineering and Inspection of various Transportation Projects - Goals: Assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. Duties: Assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. Provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.</p>	Gainesville	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Civil Engineering Student (Sophomore level or above); a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.
55990819	District 2	<p>Intern shall assist Local Programs with the initial implementation, execution, and associated record keeping to support local program agreements. The intern will review plans, Engineer's Estimates, permits, etc. to support compliance with our local programs policies. The intern will conduct field reviews and prepare project scope reports to support the development of projects within our Work Program. The intern will monitor project schedules and track invoices. The intern will support the creation, scheduling, and sponsorship of meetings.</p>	Lake City	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Students interested in the Transportation Industry; Engineering, Planning, Construction Management or a transportation related field of study. Sophomore level or above, must have above average skills in computer applications (Microsoft Suite).

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55990821	District 3	This internship would be in the Maintenance section and consist of three activities: (1) Bridge Inspection - Intern would be required to accompany inspection teams in the inspection of bridge structures. Intern should be able to assist in note taking, drawing sketches, using measuring devices, working with engineering reports; climb ladders; scan bridge reports; use Bridge software or other Department software. (2) Permits - Intern would be required to assist in the review and administration of all permits issued by the Maintenance Department. Intern would others in processing permits to completion; review design standards, specifications, manuals; meet with individuals to advise them on Department policies; coordinate permit reviews with other offices at the District Office; use Department permit tracking software; scan permit documents; verbally communicate clearly on permit issues. (3) Contracts - Intern would be required to assist in the administration and preparation of Maintenance Contracts. Intern would assist others in completing specification packages for maintenance contract; drafting letters as needed; tracking contract funds; and interpreting specifications, policies and procedures. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Structures, Environmental, Civil Engineering students with a 3.0 GPA
55990822	District 3	The intern would serve as a project manager assistant with the gathering and disbursement of project information, developing spreadsheets and other project coordination activities. The intern would also spend time in Survey and Right of Way (R/W) Mapping as schedules permit. The intern will help to ensure and coordinate review of all R/W requirements on projects to be sure all R/W necessary for construction is identified and that no unnecessary R/W is acquired; ensure consultants meet production schedules and coordinates with other functional areas in order to ensure smooth production flow; keep department management informed of project status on a regular and as-needed basis. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Structures, Environmental, Civil Engineering students, sophomore or higher with a 3.0 GPA
55990823	District 3	This internship experience will focus primarily on the needs, challenges, and factors of freight transportation that influence decision making and policy development within the state and public sectors. The intern will work alongside and shadow the District Freight Coordinator (DFC) during outreach and stakeholder engagements to gain an understanding of the purpose of outreach and coordination. The intern will identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (e.g. manufacturers, trucking companies, distribution centers). At the end of the semester, the intern will write a 2-3 page white paper on the effects and importance of outreach in FDOT.	Tallahassee	Casey Grigsby	Casey.Grigsby@dot.state.fl.us	Junior and above. All majors welcome to apply. Preference will be given to applicants with specializations in freight, trade, logistics, or transportation.
55990827	District 4	<ul style="list-style-type: none"> <li>• A student will learn about the FDOT long-range transportation planning process, transportation policy and programs, transportation project development, traffic data analysis, travel demand forecasting, and site impact reviews.</li> <li>• Gain familiarity with the operations of the Planning and Environmental Management Office through full exposure to programs, projects and processes within the Transportation Planning Unit.</li> <li>• Learn to utilize and find information contained in the FDOT Strategic Intermodal System (SIS) plans, Metropolitan/Transportation Planning Organization (MPO) Long Range Transportation Plans, and other City, County, and transit agency transportation improvement plans.</li> <li>• Assist with collecting, maintaining, and reporting traffic, transit, roadway characteristics, and/or freight data. They may also conduct research and assist with data analysis and preparation of maps and graphics.</li> <li>• Assist with planning studies and projects, helping gather information to analyze a corridor or area and identify needed improvements. Also assist with gathering costs and funding information for projects.</li> <li>• Assist with reviews of traffic impact studies, developments of regional impact, master-plans, and local government comprehensive plans. They may learn to evaluate impacts and analyze conditions before and after new development trips are added to the transportation network.</li> <li>• Gain familiarity with the Department's regional travel demand models, and learn to assist with applying the models and using key inputs and outputs.</li> <li>• Assist with conducting stakeholder and partner coordination meetings, including preparation for the meetings, and preparing meeting minutes.</li> </ul>	Fort Lauderdale	Lisa Dykstra	954-777-4360	Students in Urban/Regional Planning, Environmental Planning and Science or Civil Engineering. Senior or graduate level student. Minimum GPA 3.0
55990829	District 4	<ul style="list-style-type: none"> <li>• The intern shall assist the Operations Center Construction office with contract administration, construction field inspection, and various engineering activities.</li> <li>• The intern shall assist the Operations Center's staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review.</li> <li>• The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.</li> </ul>	Ft. Lauderdale	Albert Salas	(954) 958-7628	Junior, senior or graduate students in Civil Engineering, GIS, Urban Planning or related field. Minimum GPA 3.0
55990832	District 5	The Structures Design intern should have an interest in structural engineering and will have the opportunity to be involved in and assist with structural related activities on highway transportation projects. The intern will (1) be directly involved in design functions, planning support, construction and maintenance activities related to structures, and other associated office activities within the Structures Design Office; (2) assist in preparation of contract plan sheets, design calculations, cost estimates, quantities, and other engineering functions required for the production of short span bridges, simple span bridges, miscellaneous highway structures, mast arms, strain poles, retaining walls, box culverts and sound barrier walls under the guidance of Lead Technical Professionals; (3) provide technical support for preparation of engineering reports and other documents associated with structural projects; (4) assist in the review and evaluation of consultant produced Bridge Development Report's, plans, and design calculations for structures under the guidance of Lead Technical Professionals.	DeLand	Lorie Matthews	(386) 943-5480	Civil Engineering students, Junior or higher. Minimum GPA 3.0. Please provide your resume and a letter focusing on your interest in structural engineering discussing structural engineering experiences, education, training or career aspirations. (1 page max for letter). Knowledge of Microsoft Word and Excel, good organizational and time management skills.
55990833	District 5	The Roadway Design intern will perform complex engineering/geometric calculations in the development of roadway design. Assignments may consist of utilizing Computer Aided Drafting and Design (CADD) software in plans preparation, assembling roadway design plans, signing and pavement marking plans, signalization plans, typical section packages, scopes of work, design exceptions and variations and utility conflict reports. Other research may consist of performing Quality Control reviews.	DeLand	Lorie Matthews	(386) 943-5480	Bachelor of Science in Civil Engineering, Junior, Senior or Graduate; minimum 3.0 GPA in core studies.
55990834	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report in Microsoft Access database.	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering students (Junior, Senior or Graduate-level)
55990837	District 5	Assisting the safety and security manager with job safety protocol plan reviews. Creating tables to be used in presentations in reference with railroad accidents and incidents. Assisting the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assisting the vehicle oversight department with day-to-day operations and inspection of sun rail vehicle fleet. Assisting management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues.	Sanford	Lorie Matthews	(386) 943-5480	Civil Engineering Students, Junior or Senior or Graduate Level.
55990840	District 4	<ul style="list-style-type: none"> <li>• The intern shall assist the Operations Center Construction office with contract administration, construction field inspection, and various engineering activities.</li> <li>• The intern shall assist the Operations Center's staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review.</li> <li>• The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.</li> </ul>	Ft. Lauderdale	Albert Salas	(954) 958-7628	Junior, senior or graduate students in Civil Engineering, GIS, Urban Planning or related field. Minimum GPA 3.0



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55990841	District 6	Intern will develop a working understanding of the Department's Intelligent Transportation Systems (ITS) Program. Duties will include, but are not limited to: • Apply engineering principles • Assist in the operations of a series of traffic management services to provide motorists with a transportation system that is safe, efficient and capable of meeting real-time traveler demands • Perform engineering review and data analysis, develop engineering reports, studies and associated documents.	Miami	Alexandra Lopez	305-640-7331	Students in Civil Engineering or related field; junior, senior, or graduate student; minimum GPA 3.0
55990842	District 6	Focus will be on the developing the student's understanding of the role and opportunities of Communications in a public-sector agency (FDOT). Focus will be in several key areas including: understanding and applying applicable rules and regulations including Florida's Sunshine Law, Governor's Plain Language Initiative, Chapter 11 of the PDE Manual, customer services, and communicating with internal and external customers. Hands-on experience will include: • Development of project-specific collaterals, • Media training, public meeting/hearing and special event coordination and participation, • Website audits and updates, • Development of Community Awareness Plans, development of our internal newsletter (content and layout), and working with the diverse communities in District Six.	Miami	Tish Burgher	305-470-5277	Students in Communications, Marketing, Public Relations, or related field, senior or graduate student, with a minimum GPA of 3.0
55990843	District 6	Assist in the development of typical sections, horizontal and vertical alignments, roadway cross sections and drainage systems.  Assist in the preparation, review and update of roadway plans and other construction documents in accordance with Florida Department of Transportation's (FDOT) plans Preparation Manual and design standards and criteria.  Assist in performing computer aided design and drafting (CADD) of roadway plans, signing and pavement marking plans and signalization plans using highway design software. Calculate quantities and prepare computation book using GEOPAK and MicroStation. Prepare project cost estimates using Transport.  Participate in field inspections of highway projects. Assist in preparing documents for public meetings, presentations and hearings.	Miami	Karina Fuentes	305-470-5310	Students in Civil Engineering, or related degree. Junior, Sophomore or higher students minimum GPA 3.0.
55990845	District 7	We are looking for a motivated student to apply their skills of technical savvy and excellent customer service to the Office of Information Technology (OIT). You will be asked to: • Perform basic troubleshooting to determine cause of workstation/network/system problems as they are reported through a Service Desk queue. • Install, configure and provide user support for personal computers and peripheral equipment. Generate and maintain technical documentation. • Perform network backups and file restorations as required. • Perform advanced troubleshooting in certain situations. • Perform system administration and provisioning. Perform Active Directory administration following current applicable standards and guidelines. • Perform other duties as assigned including assistance in OIT projects as they arise. • Other duties maybe assigned	Tampa	Ashley Young	813-975-4207	Junior, Senior or graduate level students in Information Technology, Computer Science. Minimum GPA 3.0
55990846	District 7	We are looking for an eager and computer savvy young student (computer science students are highly desirable and basic programming experience is a plus) to work with the Project Management Office. Interested candidates will perform the following duties: • Update the Project Management Sharepoint and provide new ideas for improvements that could be implemented to facilitate access to available information. • Help project managers with a variety of tasks including but not limited to preparation of public presentations, updating fact sheets for projects that are under design, taking phone calls from concerned citizens and direct them to the appropriate staff, etc. • Provide support to project management staff with administrative duties as needed. • Perform other duties as needed to support project management activities within the district.	Tampa	Sandra Gonzalez	813-975-6268	Junior, Senior or Graduate students in Civil Engineering, Computer Science, Project Management. Minimum GPA 3.0
55990849	District 7	Seeking a motivated and analytical student to work part time with the Planning and Environmental Management Office. Selected individual will work with one of the most vibrant and dynamic state agencies to assist with the following activities: data collection and analysis for transportation planning activities, traffic forecast modelling for the Tampa Bay Region, production of transportation planning reports and maps, conduct research for a variety of projects, and perform other duties as needed. The following majors are encouraged to apply, however, all other relevant majors are welcome to apply as well: *Civil Engineering (any concentration) * Environmental Science *Environmental Science and Policy *Environmental Engineering *Geography *Geography and Environmental Science and Policy *Global Sustainability w/concentration in Sustainable Transportation * Urban and Community Design *Urban and Regional Planning	Tampa	Ken Spitz	813-975-6413	<b>All relevant majors are welcome to apply.</b> Students pursuing degree in Civil Engineering (any concentration) Environmental Science, Environmental Science and Policy, Environmental Engineering, GeographSenior or Graduate student, Minimum GPA 3.0
55990851	Turnpike	General IT Support: Provides first level support in resolving customer issues. Provides customer-driven reports as requested. Assists in daily backup of data files. Helps with assigning Help Desk tickets for resolution. Opportunity to work with various teams, including Infrastructure, Network, Windows and Systems Intelligence. Will utilize programs that include CA Unicenter, Smartsheets, Microsoft Office and SharePoint.	Boca Raton	Maureen Remenik	Maureen.remenik@dot.state.fl.us	Sophomore, Junior or Senior, pursuing a computer-related degree
55990854	Turnpike	The intern would have the opportunity to work in the following areas: (1) Traffic Engineering – Intern would analyze traffic operations on existing and proposed facilities using a variety of analysis software. (2) Technical Support – The intern would be tasked with reviewing design traffic forecasts, operational analysis, and design traffic reports. (3) Meetings – Since much of our time and work is contained in meetings, the intern would attend and monitor meeting activities including note taking, scheduling, support, and archiving documents.	Ocoee	Denise Carrier	Denise.Carrier@dot.state.fl.us / (407) 264-3252	Junior or Senior in Civil Engineering
Please note: Turnpike position 55990851 is located in Boca Raton. A previous version of this document incorrectly stated Ocoee as the location.						
District 7 position 55990846 was updated on 4/4/17						
District 4 position 55990840 was added 4/6/17						